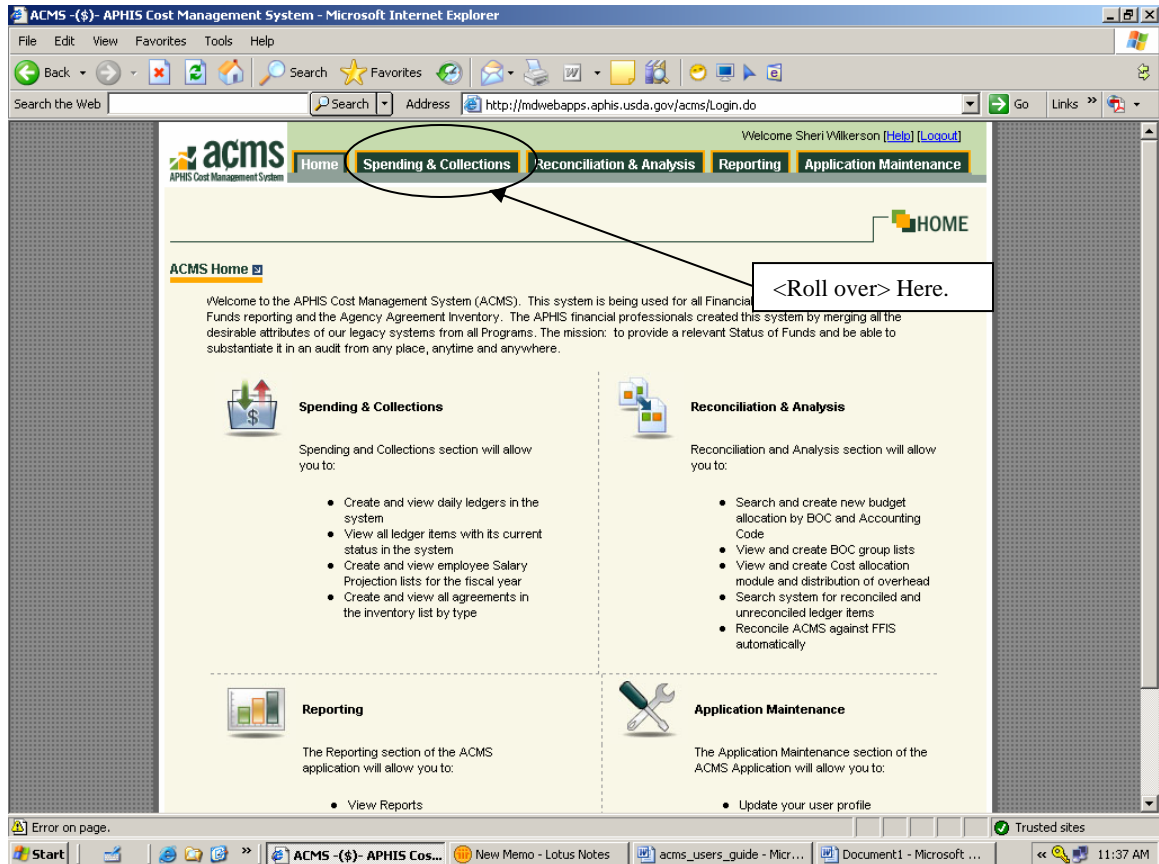


REVISING AN AGREEMENT IN ACMS

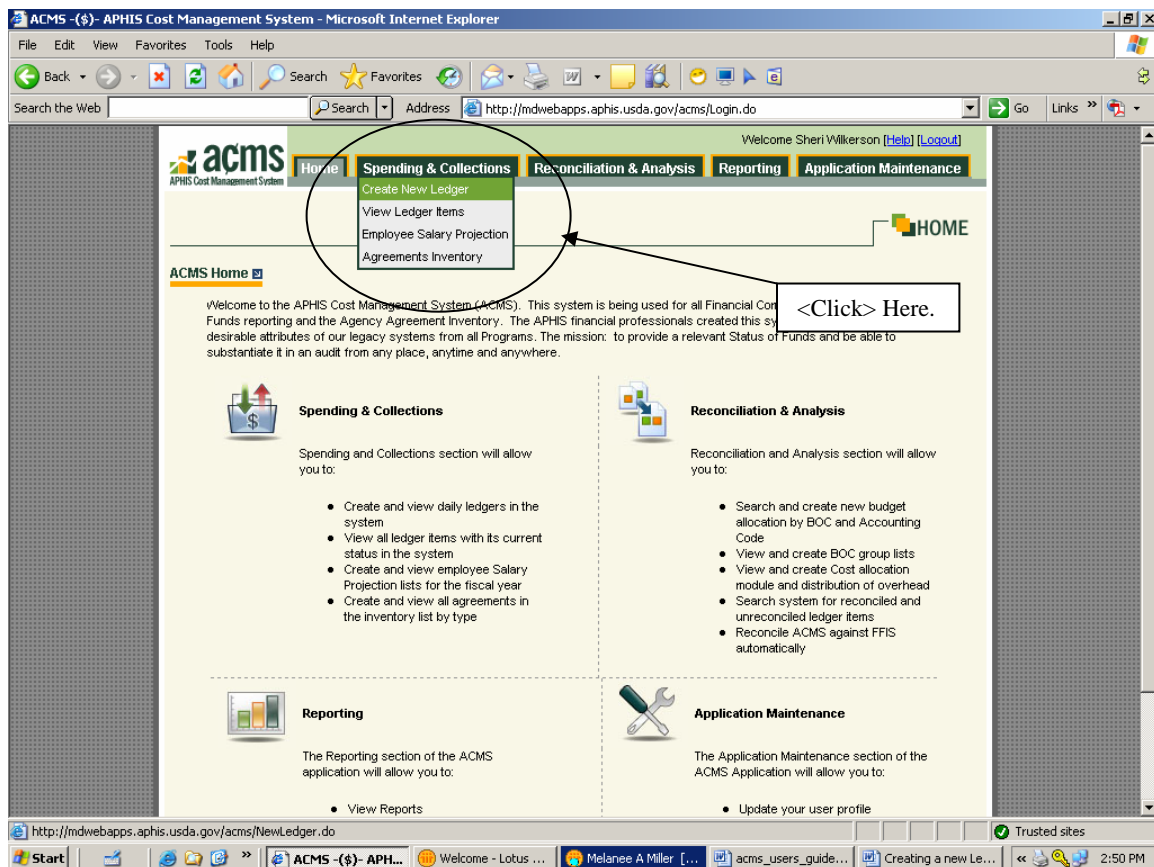
Follow the instructions on “Logging into ACMS” then follow the instructions below:

Step 1:



1. <Roll> over the tab Spending and Collections.

Step 2:



2. <Click> Agreements Inventory.

Step 3:

ACMS - (\$)- APHIS Cost Management System - Microsoft Internet Explorer

Address: http://mdwebapps.aphis.usda.gov/acms/ListAgreement.do

Welcome Eileen Berke [Help] [Logout]

Home | Spending & Collections | Reconciliation & Analysis | Reporting | Application Maintenance

Reports: Status of Funds | Strategic Funds | Allocations | Employees | Agreements

Spending & Collections

Locate an Agreement













Use this screen to locate an existing agreement document for modifications/amendments or to add a new agreement. Any type of reports for agreement will need to be done through the Reporting module.

From the type drop down list, select the agreement type that you would like to edit or add entries to. The agreements associated with that type will be displayed below. To create a new agreement for that type click the **New Agreement** button.

Type: Cooperative Agreement

Agreement #: 06 - - - - CA Search

6 items found.

Agmt #	Account Code	Cooperator	Activity	Amount	Total Amount	Action
06-2311-45432-CA	5046001000	USDOD US Army	Wildlife Services, Agriculture/Aquaculture	234.56	3678.56	 
06-2311-45432-CA	5046001000	USDOD US Army	Mimosa Pigra	3444.00	3678.56	 
06-2342-98798-CA	5046001000	US Department of Agriculture	AQI Foreign Preclearance/Inspection of Facilities, PPG	233.33	233.33	 
06-7100-00116-CA	6527103250	North Dakota State University	Other - Not Included Elsewhere	200.00	200.00	 
06-7481-0010-CA	6527481010	USDOD US Army	Wildlife Services, Agriculture/Aquaculture	2000.00	2000.00	 
06-9901-99999-CA	5619729486	Michigan State University	Avian Influenza	20000.00	20000.00	 

New Agreement

Trusted sites

Start | > Revision Section - L... | Document1 - Microsoft... | ACMS - (\$)- APHIS C... | 11. Revising an Agree... | 2:56 PM

3. Locate the agreement that requires editing and <Click> Edit.

Step 4 Example 1: Revise ending date

Agreement #: 06 - 2311 - 45432 - CA FY Originated:

Start Date: 05/05/2006 End Date:

Project Description: Status: Active

Cooperator Name: USDOD US Army

Cooperator City: Cooperator State: MN

Cooperator Country:

Cooperator Type: CO Cooperator Minority: No

ADODR Contact: LaVallee, Cindy ADODR Phone: 301-734-7765

ADMIN Contact: Irving, Vicky ADMIN Phone: 301-734-8060

Related Document #:

Comments:

Activity: Mimosa Pigra

Work Category: 19-Administrative Infrastructure - DA
(DA = Discretionary Award; LFDA = Legislative or Forward)

Accounting Code: 6046001000 Amount: \$ 3444.00

Revision: ☐

Attachments:

<Click> to check this box.

Change the ending date.

Add comment:
Rev #1, 4/11/06, LS, changed ending date.

4. Revising an agreement's ending date requires changes to the blocks shown above. Change the End Date Block, add details of the revision in the Comments Block, and check the Revision Block.

Step 4 Example 2: Revise an Accounting Code

The screenshot shows the 'Interagency Agreement' form. The form is titled 'Interagency Agreement' and includes a note: '* Indicates a required field'. The form is divided into several sections for data entry. The 'Enter agreement data.' section includes fields for Agreement # (06 - 3000 - 0376 - IA), FY Originated (2005), Start Date (10/01/2005), End Date (09/30/2006), Project Description (Federal Pesticide Recordkeeping compliance), and Status (Active). The 'Cooperator Information' section includes fields for Cooperator Name (USDA Agricultural Marketing Service), Cooperator City (Manassas), Cooperator State (VA), Cooperator Country (USA), Cooperator Type (FED), Cooperator Minority, and CAII (&340250010P). The 'Contact Information' section includes fields for ADOBR Contact (Kinsella, John), ADOBR Phone (919-855-7081), ADMIN Contact (Berke, Eileen), and ADMIN Phone (301-734-8330). The 'Related Document #' field is empty. The 'Comments' section is a large text area. The 'Activity' section includes fields for Activity (Miscellaneous Services), Work Category (29-Operations - DA (Use if does not fit other categories.)), and Accounting Code (6573000283). The 'Amount' field is 3502.00. The 'Revision' section includes a checkbox labeled 'Revision:'. Annotations include: 'Add comment: Rev#1, 4/12/06, EB, changed accounting code' pointing to the Comments field; 'Change Accounting Code.' pointing to the Accounting Code field; and '<Click> to check this box.' pointing to the Revision checkbox.

Interagency Agreement

* Indicates a required field

Enter agreement data.

Agreement #: 06 - 3000 - 0376 - IA FY Originated: 2005

Start Date: 10/01/2005 End Date: 09/30/2006

Project Description: Federal Pesticide Recordkeeping compliance Status: Active

Cooperator Name: USDA Agricultural Marketing Service

Cooperator City: Manassas Cooperator State: VA

Cooperator Country: USA

Cooperator Type: FED Cooperator Minority:

CAII: &340250010P Requesting Performing

ADODR Contact: Kinsella, John ADODR Phone: 919-855-7081

ADMIN Contact: Berke, Eileen ADMIN Phone: 301-734-8330

Related Document #:

Comments:

Activity: Miscellaneous Services

Work Category: 29-Operations - DA (Use if does not fit other categories.)

Accounting Code: 6573000283 Amount: \$ 3502.00

Revision: ☐

Add comment:
Rev#1, 4/12/06, EB, changed
accounting code

Change Accounting Code.

<Click> to check this box.

4. Change the appropriate accounting code, add details of the revision in the Comments block, and check the Revision Block.

Changing an accounting code on an agreement with multiple lines of accounting. Change the appropriate accounting code, add details of the revision in the Comments block **only on the screen where the accounting code is changing**, and check the Revision Block only on the screen where the change is being made.